



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Orlando Division

VACANCY ANNOUNCEMENT

Training Specialist

CL 28 - \$41,549 - \$51,941 *

Announcement No. 01-24 Position Closes: Open until filled Available: Immediately

Representative Duties

Formulates both short and long-range training plans for official approval and develops an annual training plan to meet the District Court's training needs. Provides automation training for the court unit, including new software implementation and upgrades to existing software programs. Manages court funds allocated for training programs by formulating an annual budget estimate and preparing justifications to support court training programs. Coordinates with the FJC and AO to determine the educational programs, services and resources (such as the learning center and packaged programs) that would best meet local training needs. Identifies training needs on an ongoing basis through written surveys, meetings with staff, interviews and analyses of organizational issues/changes. Recruits, selects, supervises, and evaluates court personnel and external consultants who provide training services. Identifies, plans and arranges logistical support for training to include meeting space, equipment, visual aids, and handouts. Travel as necessary to implement programs. Serves as instructor, program coordinator, group facilitator, discussion leader, when needed. Selects, arranges for, and purchases training resource materials for training courses. Advises management of training programs designed to further develop leadership and specialized skills that are available either through the FJC, AO or outside vendors.

Minimum Qualification Requirements

An undergraduate degree in personnel administration, business administration, public administration, education, or related field; three (3) years of progressively responsible experience in or closely related to adult education/training or personnel administration; thorough knowledge of continuing professional education/training techniques and instructional design processes; experience in conducting automation training courses and demonstrated proficiency using a variety of software, including WordPerfect.

Information for Applicants

Send cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 01-24, 80 N. Hughey Avenue, Suite 300, Orlando, Florida 32801.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

(See reverse side for employee benefits)

* Starting salary commensurate with work experience, previous federal government service, and prior pay history

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.

Participation in a retirement program.

Participation in the federal health insurance program of your choice.

Participation in a group life insurance program.

Participation in a group long-term disability insurance program.

Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.

A minimum of ten (10) paid holidays per year.

Prescribed salary progression through classification level based on acceptable performance.

Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of 8.5 million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.